



DEPARTMENT OF THE ARMY
US ARMY FINANCE SCHOOL
10000 HAMPTON PARKWAY
FORT JACKSON SC 29207-7025

REPLY TO
ATTENTION OF

Finance Training Department

Planning, Programming, Budgeting and Execution Systems Course

Dear Student:

Congratulations on your selection to attend the Planning, Programming, Budgeting and Execution System (PPBES) Course at the U.S. Army Finance School.

The course is two weeks long and you will be provided a schedule on the first day. Class will begin at 8:30am on first working day of the scheduled course in Room #407/409 of the USA Soldier Support Institute located in building 10000 Hampton Parkway on Fort Jackson, SC. The class graduates on the last working day of the second week at 12 noon, so do not schedule your departure prior to 2:00pm.

The Fort Jackson Welcome Center/Billeting Office determines lodging assignments. Contact them no earlier than 21 days prior to the first day of class at (803) 751-7576/6223 to check your lodging status. The Welcome Center will inform you whether you will reside on or off post. If assigned off post, they will direct you to a prearranged hotel. On the first day of class, we will collect up your travel orders and within 48 hours a Statement of Non-Availability will be issued to you. You are not required to report to the Welcome Center upon your arrival to Fort Jackson.

You will need proper identification to enter Fort Jackson— either a military ID card or a DA or DoD civilian ID card. You will be issued a temporary vehicle pass if your vehicle is not registered on a DoD installation. Therefore, bring your ID card, driver's license, vehicle registration/car rental agreement, and proof of insurance (personally owned vehicles) with you on the first day of class.

Military personnel must meet height and weight standards in accordance with AR 600-9 and will weigh-in during the first day of class. Bring your APFT uniform if you need to be taped. Failure to meet these standards will result in immediate removal from the course. The uniform is BDUs for military, and appropriate work attire for civilians.

You will find the student course material on the World Wide Web at the following address: <http://www.finance.army.mil> (click on "Course Info", click on "PPBES" and you will find a link to "Course Material"). Download and print the material **prior** to attending the course. The material consists of both Word summary sheets and Power Point

slides (recommend printing 6 slides per page for note-taking use while in the course). You will also need writing materials and a calculator.

For administrative and non-instructional questions, contact Alpha Company, Training Support Battalion at DSN 734-8121 or (803) 751-8121. While in the course, your office can contact you for official business or emergency reasons during duty hours at DSN 734-8121 or (803) 751-8121, and after duty hours at DSN 734-3605/3606 or (803) 751-3605/3606.

A class advisor will be assigned to your course and be in contact with you 30 days prior to the course. Please ensure that your proper contact information is entered in ATTRs.

I trust you will find your stay at Fort Jackson pleasant and rewarding.

Sincerely,

Karl Lindquist
Major U.S. Army
Chief, Financial Management Division